

**WESTFIELD BOARD OF HEALTH  
WESTFIELD, NEW JERSEY 07090**

**MINUTES OF THE BOARD OF HEALTH REGULAR MEETING HELD ON MONDAY,  
DECEMBER 4, 2017.**

Pursuant to the rules of the Board of Health of the Town of Westfield, NJ, a meeting was called to order at 5:31 PM on Monday, December 4, 2017, in the Council Conference Room of the Municipal Building, 425 East Broad Street, Westfield, NJ. The statement of compliance with the Open Public Meetings Act was read.

**ROLL CALL:**

Mr. Thomas O'Neill  
Dr. Lawrence Budnick  
Dr. David Weinman  
Mr. Andrew Kirna  
Dr. Maria LoGrippe  
Mr. Neal Snitow

**Also Present:**

Giselle Alfaro—Registered Environmental Health Specialist  
Megan Avallone—Health Officer  
Helen Mendez—Principal Registered Environmental Health Specialist  
David Oliveira—Council Liaison  
Laura Scanlon—Public Health Nursing Supervisor

**ABSENT:**

Ms. Alicia Barker  
Ms. Sherl Brand  
Dr. Vasilios Diamantopoulos

**Public Comment :**

**Board Hearing:** Old Havana

A hearing took place for Old Havana, which had received a Conditionally Satisfactory rating during an inspection on November 10, 2017. Per the decision rendered at the initial Board Hearing on March 6, 2017, the establishment was closed for 2 days. A re-inspection was conducted on November 29, 2017 and the establishment remained Conditionally Satisfactory.

Ms. Alfaro reviewed the violations and reports for the inspections that took place on November 10<sup>th</sup> and 29<sup>th</sup>. The Board discussed the numerous violations and it was noted that the establishment has never received a Satisfactory rating on an initial inspection since opening in 2014.

There was no representative from Old Havana present at the hearing. Ms. Mendez informed the Board that she notified the owner of the hearing and he confirmed receipt of such notification.

After some discussion Dr. Budnick motioned to have the establishment re-inspected at 30 days from the initial inspection and if that rating was less than Satisfactory to pull the retail food license for 4 consecutive days, of the Health Officer's choosing. If the re-inspection yielded a Satisfactory rating a 4-consecutive day suspension of the

retail food license shall be held in abeyance for 1 year, for any rating received less than Satisfactory. Days of closure will be determined by the Health Officer. Mr. Snitow seconded this motion and the following Roll Call vote was taken:

Dr. Budnick—Aye, Mr. Snitow—Aye, Dr. LoGrippe—Aye, Mr. Kirna—Aye  
Dr. Weinman—Aye, Mr. O'Neill—Aye

#### **APPROVAL OF MINUTES:**

On a motion by Dr. Budnick, seconded by Mr. Kirna, the November 6, 2017 Regular Meeting Minutes were approved and ordered filed.

#### **BOARD COMMITTEE REPORTS:**

##### **Administration/Consumer Health (Restaurant/Environmental Inspections):**

Ms. Mendez reviewed the November 2017 Health Department Reports, including recent lead investigations the department has completed. After some further discussion, the report was accepted as presented and ordered filed.

Mr. O'Neill presented the Vital Statistics/ Financial Report for the months of November 2017. The reports were accepted as presented and ordered filed.

Animal Control Solutions October 2017 report was accepted as presented and ordered filed.

Pest-Gon, Inc. report for October 2017 was accepted and ordered filed.

Bills for the month of November totaling \$5,467.87 were presented to the Board for approval. Mr. Snitow motioned to approve the bills, seconded by Dr. Weinman, and the following Roll Call vote was taken:

Mr. Snitow—Aye, Dr. Weinman—Aye, Dr. LoGrippe—Aye,  
Mr. Kirna—Aye, Dr. Budnick—Aye, Mr. O'Neill—Aye

The record will reflect unanimous consent, by all members present, for approval of the bills as submitted, with Dr. Budnick & Dr. LoGrippe abstaining from bill # 17-02808, payable to Rutgers University.

##### **Public Health Nursing (CHC)/Chronic Illness Programs:**

Ms. Scanlon reviewed the November 2017 Nursing Report. Ms. Scanlon reviewed the monthly programs and services provided. The report was accepted as presented.

#### **OLD BUSINESS:**

Ms. Avallone provided a Board with an update of the Board of Health bylaws, which are currently being reviewed by the Town Attorney.

Ms. Avallone also informed the Board that the Westfield Regional Health Department has applied for newly available lead funding. Under the Request for Applications provided, the Department was not eligible to apply independently, so the Department has applied as a sub-grantee under the City of Plainfield. Notification of grantees is scheduled for the end of the month.

## **NEW BUSINESS:**

Mr. O'Neill presented the 2018 health department budget for review. Ms. Avallone stated that there are no expiring contracts in 2018, and the amounts for the contract towns have been set by the current contracts. Ms. Avallone encouraged the Board members to contact her with any questions, comments or concerns by December 31<sup>st</sup> as the budget will be voted on at the January meeting.

Ms. Avallone reviewed the Health Officer coverage that has been arranged for during her maternity leave.

Mr. O'Neill presented BOH Resolution 12-2017, authorizing a stipend for the Board of Health Secretary. A motion to approve BOH Resolution 12-2017 was made by Dr. Budnick, seconded by Mr. Snitow and the following Roll Call vote was taken:

Dr. Budnick—Aye,    Mr. Snitow—Aye,    Dr. LoGrippo—Aye  
Mr. Kirna—Aye,    Dr. Weinman—Aye,    Mr. O'Neill—Aye

The record will reflect unanimous consent for BOH Resolution 12-2017.

Mr. O'Neill presented the 2018 meeting schedule. After some discussion, a motion was made to accept the schedule to Dr. Budnick and seconded by Mr. Snitow and unanimously approved by all members present.

## **OTHER BUSINESS:**

Mr. O'Neill appointed Mr. Snitow and Dr. Diamantopoulos to the Nominating Committee.

## **CLOSED SESSION:**

## **ADJOURNMENT:**

There being no other business, a motion was made by Dr. Budnick, seconded by Dr. LoGrippo and unanimously approved by all members present to adjourn the meeting at 6:51 PM.

Respectfully submitted,

Megan Avallone  
Board Secretary